



JOB DESCRIPTION

Position Title: **Senior Staff Assistant**

Working Title: **Community Assistance Clerk**

Class Code: 5318 Non-Exempt EEO Code: 06 Effective Date: August 30, 2002

Major Function

Provides general office and clerical support for the Community Assistance Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Processes clients on initial visit. Obtains necessary documents to meet program requirements and verifies information and data received from applicant.

Type correspondence, meeting minutes, memoranda, reports, records, orders or other office documents from rough drafts and notes.

Assembles materials from files and records for use in preparing reports and answering correspondence. Sorts and organizes documents and office paperwork according to routine classifications.

Operates standard office equipment such as adding machine, computer, typewriter, copy machine, and fax machine.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of community emergency assistance programs and services available in other agencies. Knowledge of grammar, punctuation, spelling, and office practices and procedures.

Ability to communicate with clients and to provide assistance when necessary.

Skill in formatting correspondence, reports, and summaries according to accepted modern practice. Skill in the use of typewriter, computer and other standard office machines.

High School Diploma or GED and one (1) year office clerical experience. Some computer experience is required.

Ability to type 35 correct words per minute.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Work is performed in a general office setting.